

MAINE

DEPARTMENT OF

LABOR

Labor Standards

Each year, thousands of workers and employers rely on the BUREAU OF LABOR STANDARDS (BLS) to help make their worksites safer; to uphold standards for minimum wages, child labor and other practices; and to gather information on the rapidly changing world of work in Maine today—and in the future.

The BLS team is dedicated to helping you...

- **avoid workplace injury or illness**
- **understand & comply with labor laws**
- **know your rights and responsibilities at work**
- **reduce business costs**
- **improve productivity**
- **reduce liability**
- **target resources more effectively**

45 State House Station
Augusta, ME 04333-0045

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BUREAU OF LABOR STANDARDS

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*Setting Maine's
standards for*

**HEALTH, SAFETY
& FAIR LABOR
PRACTICES**

in the workplace

WELCOME TO THE BUREAU OF LABOR STANDARDS

If you have a question about working in a safe and fair environment, chances are we have the answer. Our staff of over 50 experienced employees works hard to serve you, the people of Maine.

SAFETYWORKS!

SafetyWorks! offers a wide range of expert advice and hands-on help at no cost, including:

- **Worksite Consultation** by a safety professional with expertise in your industry, to help you spot problems before they cause injury
- **Training Classes** for workers in everything from ergonomics to scaffolding—via scheduled classes statewide, or at your worksite
- **Information Resources** including videotapes, publications and online access to trends, statistics and more
- **Phone Consultations** to answer questions about safety regulations or resources
- **Low-interest Loans** (3%) of up to \$50,000 for workplace safety equipment
- **SafetyWorks!** quarterly newsletter

SafetyWorks! is not part of OSHA and does not fine private companies; all reports are confidential. Call toll-free 1-877-SAFE-345.

website: www.safetyworksmaine.org

TECHNICAL SERVICES

- Provides customized company profiles on work-related injuries and illnesses
- Provides training and speakers on injury and illness recordkeeping
- Collects and analyzes data on labor issues
- Publishes results of annual data surveys and analysis of occupational injuries and illnesses, construction wage rates, and manufacturing
- Conducts research on occupational safety and health topics

WAGE & HOUR

- Enforces state laws and investigates complaints pertaining to:
 - minimum wage & overtime
 - rest breaks
 - final payment of wages
 - severance pay
 - child labor
 - unfair agreement
 - insolvent employers
- Approves work permits for youth employment
- Consults on related labor laws
- Provides training on wage and hour issues
- Offers required labor posters
- Approves drug-testing policies developed under state law

PUBLIC SECTOR ENFORCEMENT

For municipal, county and state government entities only, the Bureau investigates complaints and enforces occupational health and safety laws. We help protect over 78,000 workers at 2,400 public worksites, including state, county and municipal offices; schools; and quasi-governmental organizations such as water districts.

MIGRANT & IMMIGRANT SERVICES

Coordinates migrant and immigrant issues in Maine:

- Provides information and advocacy for migrant and seasonal farmworkers
- Helps employers hire foreign workers in the absence of qualified U.S. workers
- Operates a bilingual help-line: 1-888-307-9800
- Promotes awareness of the needs of migrant and foreign workers in Maine

HOW TO CONTACT US

Our Customer Service staff are trained to help you get the information you need quickly and easily. They will provide the information you want or direct your call to the right specialist.

We encourage you to contact us for more information, or with any questions or feedback.

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